

City of Canton – Position Description

DIRECTOR OF THE DEPARTMENT OF DEVELOPMENT

GENERAL STATEMENT OF DUTIES: This is a responsible, professional, managerial position. An employee in this classification directs the management and administration of the Department of Development (DOD), which is funded by federal funds from the US Department of Housing and Urban Development (HUD). A person in this position should strive seeks to develop Canton as a viable community by promoting decent housing, suitable living environments and expanding economic opportunities for low to moderate income persons. The individual must have extensive knowledge and experience in the areas of HUD Consolidated Planning and reporting, HUD regulations for Fair Housing, HOME, Emergency Solutions Grant (ESG), and Community Development Block Grants, as well as other various Federal and State programs. The director is responsible for the direction of work and manor of accomplishment of the department staff. The individual reports directly to the Mayor.

MINIMUM QUALIFICATIONS: Graduation from an accredited college or university with a bachelor's degree in planning, public administration, business administration or related field; extensive administrative experience with a minimum of 5 years' experience in the area Community Development in HUD related programs; or equivalent combination of education, experience and or training which provide the required knowledge, skills, and ability.

UNIQUE REQUIREMENTS/ PHYSICAL REQUIREMENTS: Must have a comprehensive knowledge of HUD requirements and ability to administer programs in accordance with HUD regulations. Must be an effective communicator able to clearly articulate goals, objectives, and strategies at all levels within and outside of the organization. Must possess the team building skills necessary to help the employees achieve their goals. Ability to establish and maintain effective working relationships with Elected Officials, department heads, city employees, other agencies and the general public. Ability to supervise departmental staff.

ESSENTIAL FUNCTIONS: Performs supervisory, managerial and administrative functions in the Department of Development as described in the above general statement of duties.

DESCRIPTION OF WORK: *The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.*

Responsible for creating and enforcing rules and regulations for the administration of the operations under his/her supervision.

Assumes leadership and management responsibility for all Development department services, programs and activities including, but not limited to, Fair Housing, Federal and State prevailing wage, Environmental Reviews, the Uniform Relocation Act, Consolidated Plan, Consolidated Annual Performance and Evaluation Report (CAPER), Section 3, and other Federal and State program requirements. Must be able to facilitate the preparation of the cities Consolidated Plan, Annual Action Plans, CAPER, amendments and periodic reviews of all applicable sections of these plans, providing research, comments and recommendations as necessary to the administration, City Council, HUD and others.

Responsible for developing, coordinating, evaluating, monitoring, managing and facilitating the implementation of all the DOD programs and projects in all phases of development, including: application for loan and grant, land acquisition, demolition, residential construction, rehabilitation, renovation, relocation, disposition, and land management. Supervises the preparation and execution of contracts with contractors, consultants, appraisers, and others.

Plans, supervises, and coordinates all activities to develop proper schedules for HUD related acquisitions, building demolitions, public services and improvements. Provides advice and assistance to businesses, and various other groups and agencies regarding federal programs. Coordinates development activities with public, private, and city agencies, and groups concerning development subjects.

Directs the preparation of a large volume of complex, periodic, and special reports required by Federal agencies. Keeps records and makes reports concerning various Federal, State, and City agencies.

Plans and monitors the budgetary operations of the department. Makes recommendations to the Mayor in response to the departmental budget. Responsible for the expenditure of Federal funds through the approval of invoices, United States Treasury draws, and cash management. Locates funding sources, such as federal and private grants, for the purpose of aiding programs under his/ her direction.

Assist in the development and implementation of policies and procedures in accordance with HUD standards to ensure compliance. Identifies problems and potential problems, and recommends solutions to Administration. Resolves employee complaints, grievances, and discipline according to the Collective Bargaining Agreement and/or the City's policies and procedures. Handles confidential materials such as personnel files and financial information.

Keeps abreast of professional developments in the field of community development by outside reading and studying journals and trade magazines.

Represents the DOD before City Council, the Administration, employee organizations, the press, and civic groups.